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# Memorandum

# CONFIDENTIAL

TO : Director of Training

DATE: 14 February 1964

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 6  
5 - 14 February 1964

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS.   
 DECLASSIFIED  
CLASS. CHANGED TO: TS S *2012*  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: *19-01-82* REVIEWER: *029725*

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. Certification has been made by all members of the Registrar Staff that they have reviewed and understand the provisions of \_\_\_\_\_ dated 29 August 1961, and \_\_\_\_\_ and Conflicts of Interest," dated 6 March 1963.

25X1A  
25X1A

B. I was amused to receive an inquiry from \_\_\_\_\_ of OGC. It appears \_\_\_\_\_ has been "pestered" by a Mr. \_\_\_\_\_ in numerous past instances, and most recently, for some support in being accepted by The Citadel. Janet's inquiry of me had to do with whether or no I had a definite contact with The Citadel - hoping that I did not. My reply in the negative pleased her.

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25X1A9a  
25X1A9a

C. In the light of a bruising fall by one of our employees, and some near falls by others, I have taken the liberty of asking \_\_\_\_\_ to improve the safety aspects of two natural hazards in our area. One of these involves a series of circular light metal plates occurring rather regularly on our tiled floors; in several cases these have become bent and create a nasty hazard. The other problem involves the access areas to the rest rooms. I have seen \_\_\_\_\_ and others slip and slide all over while attempting to open the door. Bob plans to add these matters to his list and to get something done about them.

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*Bob's has these items on his safety list. JPH*

D. Something interesting must be a-foot regarding personalities at Columbia University. Both \_\_\_\_\_ were involved in some name checking on Columbia officials and a list of trustees for \_\_\_\_\_ office. A day later, Walter \_\_\_\_\_ secretary called for a specific Columbia University catalogue and sent a messenger over here to pick it up about one hour later.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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E. The suggested meeting involving XO/TR, BF/OTR, Russ and myself getting together with DDS and Comptroller representatives on external training budget problems for FY 1964 never seems to get off the ground. The meetings scheduled at Headquarters Building have been postponed and postponed again. Now we have been told to ask for the annual estimate of external training requirements as usual, meanwhile proposing those categories of training which we feel in RS should be budgeted for by other offices. This puts a helluva burden on us - provoking policy decision on budgetary matters based on grass-roots recommendation seems to be an ill-advised approach. C'est la guerre!

*ADTR  
Bill's can  
fill you in  
on this  
has been  
told  
O/DDS  
ajf*

Incidentally our solution to the requirement causes us to recommend that OTR not budget for:

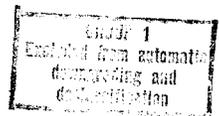
1. Correspondence courses.
2. Part-time academic courses (except for foreign language).
3. Programs arranged with business, commercial or industrial firms.
4. Institutes, conferences, symposia, seminars, work shops and meetings (except for inter-agency programs and executive development programs).

F. On the problem of devising a follow-up system to monitoring EOD training, it was early apparent that one positive need would be to revise and up-date ██████████ Wendell has already met with the folks at 1016 16th Street; the OP Planning Staff has become cognizant of the problem and of the needed solution; and ██████████ is giving some thought to changes involving the Office of Security. Eventually the Medical Staff will have to get into the coordination act because of A&E's testing role. While awaiting a meeting with Phil ██████████ Wendell is going ahead on an initial draft of the needed revision.

25X1A

*Phil & Wendell  
have now  
met.  
ajf*

G. The Office of Logistics is planning to conduct a Logistics Support Course (5 weeks, full-time), commencing some time in April. We received an exploratory call from ██████████ Course Coordinator, concerning availability of ██████████ facilities for the final two weeks of the course. We advised Clem to have the Director of Logistics address a memorandum on the subject to the Director of Training.



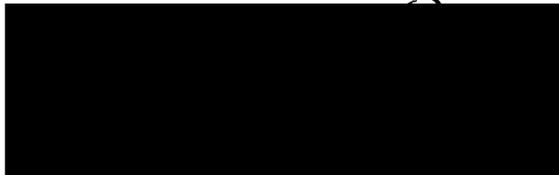
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H. [REDACTED], who has returned to OTR for duty as instructor in Covert Training/Operations School, was given a briefing, 6 February 1964, on the organization and activities of the Office of Training.

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Attachments:

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